

<b>CITY &amp; COUNTY OF DENVER COMMUNITY PLANNING &amp; DEVELOPMENT BUILDING PERMIT POLICY</b>		
<b>Subject: COMMISSIONING SUBMITTAL REQUIREMENTS FOR THE DEC COMMERCIAL PROVISIONS</b>		
<b>Approved: Eric Browning, PE, Chief Building Official</b>		
<b>Number: DEC Sections C101.5.1, C103.2</b>	<b>Previous Version: Feb 13, 2019 Effective: August 13, 2023</b>	<b>Page: 1 of 2</b>

**Reference: 2022 Denver Energy Code (DEC)**

**SCOPE**

The 2022 Denver Energy Code (DEC) contains separate provisions for *commercial buildings* and *residential buildings*. This policy outlines *approved agency* qualification requirements for building enclosure performance verification in accordance with C402.5.1.5, systems commissioning in accordance with C408, and the commissioning letter needed to demonstrate compliance with the 2022 Denver Energy Code *commercial provisions*.

**APPLICABILITY**

The 2022 Denver Energy Code addresses the design of an energy-efficient building envelope (consisting of the roof and ceiling, walls, floors, and foundation assemblies that surround the conditioned space) as well as the selection and installation of energy-efficient mechanical, lighting, and service water-heating systems.

The *commercial provisions* of the 2022 Denver Energy Code apply to new buildings with conditioned space that are not defined as *Residential Buildings* (see definition below) and any such buildings undergoing an addition, remodel, alteration, repair, change of occupancy that would result in an increase in demand for either fossil fuel or electrical energy, or change of use.

The *residential provisions* of the 2022 Denver Energy Code apply to residential buildings, defined as: *Residential Buildings* are detached one- and two-family dwellings and multiple single-family dwellings (townhouses) and Group R-3 and R-4 buildings three stories or less in height above grade plane.

**SECTION A. QUALIFICATION REQUIREMENTS**

**Building Envelope Performance Verification**

An *approved agency* responsible for building enclosure performance verification must have at least one of the following qualifications:

- A building enclosure commissioning certification from an ISO/IEC 17024-accredited agency or another entity that certifies building enclosure commissioning professionals, OR
- Staff credentials such as the Accredited Commissioning Authority + Building Enclosure (CxA+BE), Building Enclosure Commissioning Process Provider (BECxP), or Certified Building Enclosure Commissioning Provider (CBECxP).

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### Systems Commissioning

An *approved agency* responsible for the execution of the commissioning process must have at least one of the following qualifications:

- A building commissioning certification from an ISO/IEC 17024-accredited agency or another entity that certifies building commissioning professionals; or
- Staff credentials recognized by the Building Commissioning Association, such as the Certified Commissioning Professional (CCP) or equivalent.

### SECTION B. SUBMITTAL REQUIREMENTS

If envelope verification or system commissioning is required in accordance with C402.5.1.5 or C408, submit a letter during construction drawing plan review that includes the information below. The review may not be approved without this letter.

- Project address and log number
- General contractor's name
- Name of the individual (if known) and/or company that will perform the envelope verification and/or system commissioning
- Describe whether the commissioning agent is a registered design professional or an *approved agency*. Letters for design professionals must provide their specialty and license number. The design professional stamping the design cannot be same design professional performing the commissioning, but can be in the same firm. Letters for *approved agencies* must indicate which of the qualification requirements are met to qualify them as an approved agency.
- For phased construction projects, identify the phase or phases when commissioning will occur at a level of completion expected to satisfy the requirements of the Preliminary Commissioning Report.
- The letter must be signed and dated by the project developer, owner, or authorized agent.